



DBE NEWSLETTER

MONTANA DEPARTMENT OF TRANSPORTATION

Published Monthly by DBE Supportive Services

Volume 1, Issue 3

October 2001

Hello....

By Rebecca L. Johnson, DBE Newsletter Editor

The busy highway construction season is winding down for 2001 and I have had the opportunity to meet with some businesses. As I work with each business and learn of opportunities or useful information, I will include it in this newsletter. Please provide me with more feedback on your business needs to help me be more effective in assisting you. Now is an excellent time for you to review your business plan or write a business plan. To be effective, a business owner must be focused. Here are four basic ways that a good business plan will benefit your business – 1. Help you focus your business; 2. Give you a framework to develop your business; 3. Provide a plan for the bank to acquire financing; and 4. Measure your businesses performance to goals. A business plan is a written document that clearly defines your vision for your business so you may continually refer to the plan for focus. It is the foundation for a successful business. If you need assistance writing a business plan, just ask me. *Rebecca*

MONTANA DBE PROGRAM

Darren Kaihlanen, DBE Program Manager
dkaihlanen@state.mt.us (406) 444-9229

Debbie Riemann, DBE Program Specialist
driemann@state.mt.us (406) 444-6337

Rebecca L. Johnson, DBE Supportive Services Manager
rejohnson@state.mt.us (800) 883-5811, (406) 444-7287

Vicky Koch, Civil Rights Bureau Chief
vkoch@state.mt.us (406) 444-6335

Office Location/Address: 2701 Prospect Avenue/PO Box 201001, Helena, MT 59620-1001, (406) 444-6331, Fax (406) 444-7685 TTY (800) 335-7592
Visit us on-line at www.mdt.state.mt.us and click on Civil Rights Bureau

Resources for Business Plans

SBA has business plan templates on the Internet:
www.sba.gov/starting/indexbusplans.html

Send Rebecca a request for a copy of a template for a Business Plan for Small Construction Firm from the Small Business Administration or a simple business plan from Business Resource Center.

In the DBE Lending Library – there is

- Business Plans for Dummies Book and
- Creating a Successful Business Plan

Montana Contractors' Association

If you would like to become a member of MCA, please call De Dee Johnson at 406-442-4162 or email at d2@mtagc.org. Annual dues start at \$452.

Some benefits are:

- Receive timely and useful industry information
- Receive Monthly Newsletter and Weekly Plans Report
- Attend Annual Convention – January 2002 Butte, MT
- Attend Reception Evening prior to bid letting date – prime contractors and subcontractors network.
- If company qualifies, employee health care plan, pension and 401K plan, and compensation insurance coverage

INSIDE THIS ISSUE

<u>INSIDE THIS ISSUE</u>	
1	Introduction, Business Plan, MCA, Contacts
2	Learning Opportunities, DBE Update
3	On Site Consultation Services, DBE Survey Results,
4	Hardrive Asphalt, Forms
5	Directory Web Sites, Bid Letting Schedule
6	MDT Contractor Update Form
7	Invitations for Bids for Letting of November 8, 2001

LEARNING OPPORTUNITIES

Great Learning Opportunity for DBEs !! On Line Courses with Element K

You can use your DBE training reimbursement funds to sign up for these courses. Pay an annual fee to access one or several course libraries (8 in all). Office Productivity Library at \$40 per year offers 200 courses, including Quickbooks, Access, Word, and Excel; Business Management Skills Library at \$50 per year offers 64 courses, including Finance, Marketing, Management, and Business Plans; and the Work Place Safety Library at \$50 per year offers 35 courses including ADA, Basic First Aid, and Traffic Control. The online classes are mostly self-paced but there are some instructor-led courses. For a complete list of courses, check out this web site at www.elementk.com.

MDT has a license agreement with Element K and is providing this opportunity to the MT DBE-certified businesses to access these courses online at a discounted rate. The yearly rate is per user. Once a month, MDT will register for these courses. DBE businesses must pay Element K registration fees with their DBE training reimbursement funds. You invited to attend an introductory meeting by Element K on November 13th 10:30-12:00 in the MDT Auditorium. Contact Rebecca for additional information or to sign up.

- Payroll Management Course, Lorman Education, Helena, MT, November 27, 2001, \$209
 - Business Expo 2001-Kalispell, November 2-3, 2001 Best Western Outlaw Hotel, Nancy Myers 406 758-4471
 - Essential of Facility Management, \$395, Billings Nov 13-14, Helena Oct 30-31, Missoula Nov 1-2, Natl Seminars Group
 - Microsoft Excel, \$139, Bozeman Oct 22, Helena Oct 24, Missoula Oct 26, Natl Seminars Group
 - Conference for Women, \$195, Helena, Oct 10-11
- Go to Web Sites for More Course Information:
Natl Seminars Group at www.natsem.com
Lorman Education at www.lorman.com

New DBE Lending Library Materials **Available for Checkout Anytime**

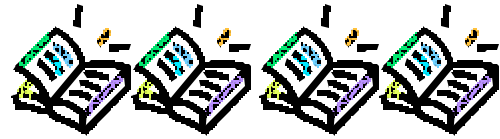
- QuickBooks 2001- The Official Guide
- Starting Your Own Business Guide
- Creating a Successful Business Plan
- Financing Your Small Business Guide
- Successful Sales and Marketing Guide
- Manual on Uniform Traffic Control Devices



George Wippert, B&W Roofing, Browning, MT

FREE COMMON SENSE CONSTRUCTION LAW BOOK

George is showing the new Common Sense-Construction Law book available free to all DBE companies. Please contact Rebecca for your copy.



DBE COMPANY MONTHLY UPDATE

Re-Certified DBE Companies

Northern Engineering, James Garrigan, Bemidji, MN
Consultant - Engineering
Three Rivers Construction, Dorothy Reinhard, Alpine, WY
Concrete Paving and General Construction
Mackey Construction, Patrica Hout-Mackey, Miles City, MT
Install Rebar, Guardrail, and Fencing
Doherty & Associates, Karen Doherty, Boise ID
Consultant - Engineering
Barbara Bryan, PE, Inc., Barbara Bryan, Billings, MT
Environmental Impact Studies Consultant, Public
Involvement Consulting



Gabriel Renville, Blackfeet Environmental Consulting
Services, Browning, MT



Statue at Blackfoot Reservation, Browning, MT

ON-SITE CONSULTATION PROGRAM

Free consulting service for all business workplace safety needs by the Safety Bureau, Department of Labor and Industry. Services provided are:

- Assistance in identification and control of safety and health hazards in your workplace.
- Explanation of federal workplace safety and health standard requirements and how they apply to your business.
- Training for your employees in safe working practices.
- Training for your employees in use of personal protective equipment.

There are no fees charged for neither consultation nor fines or penalties levied for any safety or health hazards identified during the consultation. Visit their web site at:

<http://erd.dli.state.mt.us/safety/sbhome.htm>

Or contact Carl Crouse, Safety Specialist at 406-444-7817 or ccrouse@state.mt.us

Also ask Carl about the Occupational Safety and Health Training Institute (safety courses offered through the year) and possible membership to an organization (CASH and SWASH) dedicated to safety and health in the workplace.



From the recently completed DBE survey, the following suggestions for assistance:

- Request for Intern to work at Business
- Assistance with Creating Winning Proposals
- Local Networking Breakfasts
- Best Practices Workshops
- Monitoring of Contract Opportunities Outside Transportation
- Learn How to Start a Business in Construction
- Direct Contracts for DBE firms for Engineering Services
- Learn How to Bid Jobs
- QuickBooks Pro Training
- Raise the percentage goal of DBE Participation
- Help with Writing Small Service Contracts
- Help with Legal Form of Company
- Database Maintenance Training
- How to React to a Slower Construction Season
- High Speed Internet Connection
- More Choices of Airline Flights
- RFPs for County and City Growth Policies

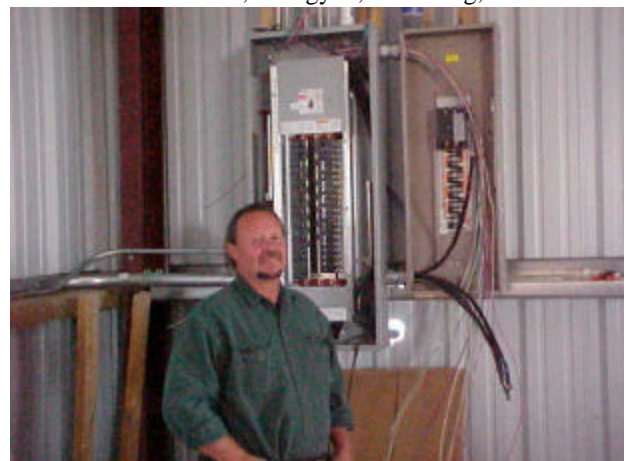
WEB SITE FOR STATE BID INFO

Now access all state bid and proposal information at one web site. Go to the State's Discovering Montana web site – Doing Business – State Bids and Proposals. You can access all the state agencies' bid and proposal web pages from here.

The web site address is:

<http://www.discoveringmontana.com/css/business/statebids.asp>

Ernest Olson, Energyco, Browning, MT





Hardrives Asphalt Company, Inc.

Recent Winner of the U.S. Small Business Administration's National Minority Small Business Firm of the Year Award.

Our hard hats are off to Jim Bailey, President of Hardrives Asphalt Company on his recent award. In 1989, Jim Bailey founded Hardrives with 3 employees to perform asphalt paving, excavating, and concrete pavement maintenance. The firm has grown to 35 employees with sales of \$2.9 million in 2000. Hardrives is the first asphalt company in the region to use geotextile fabric on overlay and patch projects. Hardrives is the only paving company in the area that produces its own "sealcoat" material. Hardrives is a DBE-certified firm since 1996.

Quote of the Month

Many of life's failures are people who did not realize how close they were to success when they gave up.

Thomas A. Edison (1847 - 1931)



FORMS! FORMS! FORMS!

Contact Rebecca if you would like the electronic form e-mailed to you.

Quarterly Activity Report Form

This attached form is for your use in submitting your quarterly activity report. All DBE businesses are urged to submit this information quarterly. This information is due by the end of October 2001; January 2002; April 2002; and July 2002. Thank you.

Bid Proposal Form

This attached form is available to your business for use in submitting bid proposals to prime contractors.



Carol Lee-Roark, Hyalite Environmental, Gallatin Gateway,

CONSTRUCTION NEWS

Contractor's Contact List:

View the addresses and phone numbers for contractors. Go to the following web site and click on contractor's list:

<http://www.mdt.state.mt.us/cntrct/contract.htm>

DBE Directory:

View the address and phone numbers of Montana Certified DBEs on line at:

<http://www.mdt.state.mt.us/scripts/cntrct/cntrctxt.pl?rptname=DBE+Directory>

If you do not have Internet access, please contact Rebecca for a hard copy of the Contractor's Contact List or DBE Directory.

MDT SOLICITATION FOR RESEARCH TOPICS

MDT conducts research to discover, develop or extend knowledge needed to operate, maintain and improve the statewide multi-modal transportation system. MDT would like your input on Research Topics. Please complete the attached Research Problem Statement form and return to Rebecca before the deadline of December 31, 2001.

Champion and Sponsor Information on the form are optional. More information concerning this solicitation is available online at

http://www.mdt.state.mt.us/departments/research/hmgmt/solicit_letter.html



2001 Bid Letting Schedule

November 8, 2001 (advertised October 11, 2001)
December 6, 2001 (advertised November 8, 2001)

2001 Bid Letting Schedule

January 31, 2002 (advertised January 3, 2002)
February 28, 2002 (advertised January 31, 2002)
March 28, 2002 (advertised February 28, 2002)
April 25, 2002
May 23, 2002
June 27, 2002
July 25, 2002
August 22, 2002
September 26, 2002
November 7, 2002
December 5, 2002

MONTHLY MAILING LIST OF INVITATION FOR BIDS

If you do not have Internet access, please send your name to Rebecca to be included on the DBE mailing list to receive a printed copy of the Monthly Invitation for Bids.



Karl Dehn, Director, Government Contracting, High Plains Development & Port Authority, Inc in Great Falls. Karl assists businesses with preparing bids on government projects. karl@hpda.org or 406-454-1934

Highway Construction Subcontractors and Contractors-Please Complete This Form

The MDT Contract Plans Section mailed the following form to many subcontractors and contractors. Each Bid Letting Month, they plan (possibly January 2002) to e-mail the Invitation for Bids notice to subcontractors and contractors. They are also working to get the plans and proposal sets and the Standard Specifications for Road and Bridge Construction On Line. If you have not sent in this form, please complete it and send the form to Rebecca to forward to Contract Plans.

MDT CONTRACTOR/VENDOR UPDATE

Contractor/Vendor:

Attention:

Contractor/Vendor ID:

Password:

(Please use this number when ordering plans or submitting a bid FOR THIS ADDRESS)

Billing Address:

UPS Address:

Phone:

Fax:

E-mail Address:

(Please show which letters are UPPER and lower case)

«EMAIL»

Comment:

Please check type of Contractor/Vendor:

☐ **Commercial Contractor**

☐ Other

☐ Supply Firm

☐ City or County

☐ Plan Room

☐ Tribal Government

☐ Engineering Firm

☐ Railroad

☐ Utility

If you checked Commercial Contractor, indicate predominant work type(s):

☐ Paving and Grading

☐ Bridge

☐ Building

☐ Grading

☐ Pavement Marking

☐ Traffic Control

☐ Paving

☐ Traffic Signals and Lighting

☐ Cold Milling

☐ Drainage Pipes/Minor Structures

☐ Guardrail

☐ Other

☐ Crushing

☐ Fencing

☐ Landscaping

Current Montana Transportation Department Highway Construction Projects

For the quickest and most complete notification information of these projects as they are advertised for bid, go to the web site <http://mdt.state.mt.us/cntrct/contract.htm> and click on Invitation for Bids. While the newsletter has notices posted, do not reply on this information alone. If you do not have Internet access, please contact Rebecca to get on a monthly mailing distribution list for a printed copy of the Invitation for Bids.

Invitation for Bids, Letting of November 8, 2001

Sealed bids on the following projects will be received by the Montana State Department of Transportation-Highways Division, Contract Plans Section, Room 101, 2701 Prospect, Helena, MT until 9:00am on November 8, 2001. The bids being publicly opened and read thereafter at 10:00am in the Department's auditorium. Bids proposals, plans, cross-sections, dirt runs if available, and full instructions to bidders are on file for examination, and may be obtained from the Contract Plans Section or go to web site <ftp://ftp.mdt.state.mt.us/contract/orderform.pdf> for order form. These documents may be requested by FAX (406) 444-7236, by mail or by calling (406) 444-6216, 6212 or 6215.

1. **Federal Aid Project No. IM 0002(501).** Bridge deck rehabilitation of nine structures on the District 3 - Bridge Deck Improvement project. The structures are located in Cascade County on Interstate 15 including three sets over the Missouri River (RP 241.00, 241.87 and 246.41), the overpass at the Canyon Interchange (RP 244.06) and the Hardy Creek Interchange (RP 247.30). Contract to be completed in 120 Working Days. The estimated construction cost of this project is between \$1,000,000 and \$4,000,000. The DBE contract goals are 0%. Cost of plans and proposal \$10.00 per set.
2. **Federal Aid Project No. NH 61-3(14)55** Pulverize, widening, plant mix surfacing, seal and cover on 19 kilometers of the Bohemian Corner - South Road in Fergus County. The project is on Montana 19 beginning at Station 154+00, Reference Post 54.7, Section 33, Township 16 North, Range 23 East and extends to just before the junction with Montana 43 at Bohemian Corner, Station 344+30, Reference Post 66.6. Contract to be completed in 160 working days. The estimated construction cost of this project is between \$3,000,000 and \$6,000,000. The DBE contract goals are 4.0%. Cost of plans and proposal \$11.00 per set.
3. **Federal Aid Project No. NH-RAD-NT 98(01) Intersection** rehabilitation including portland cement concrete pavement, storm drain, water main and signalization on the Malmstrom Air Force Base Entrance-Great Falls Project at the intersection of 2nd Avenue North and 57th Street South in Cascade County. Contract to be completed in 90 working days. The estimated construction cost of this project is between \$750,000 and \$1,500,000. The DBE contract goals are 5%. Cost of plans and proposal \$10.00 per set.
4. **Federal Aid Project No. BR 311-2(8)7** Box culvert and approaches on 0.6 kilometer of the Buckingham Coulee - 5 km East of Myers Road on Federal Aid Secondary 311 in Treasure County. This project is located in Section 24, Township 6 North, Range 35 East. Reference posting begins at the junction of S-311 and I-94 near Hysham. The project begins at Reference Post 7.0 and extends east to Reference Post 6.7. Contract to be completed in 70 working days. The estimated construction of this project is between \$300,000 and \$600,000. The DBE contract goals are 0%. Cost of plans and proposal \$10.00 per set.
5. **Federal Aid Project No. IM 94-6(47)231** Milling, filling, plant mix overlay and culvert replacement on the Wibaux - East & West project in Dawson and Wibaux Counties. The project is located on Interstate 94 and begins 17 kilometers west of the City of Wibaux at Station 336+89.42 (R.P. 231.4) and extends 19.8 kilometers east to Station 141+73.20 (R.P. 243.7). Contract to be completed in 100 working days. The estimated construction cost of this project is between \$3,000,000 and \$6,500,000. The DBE contract goals are 8.0%. Cost of plans and proposals \$10.00 per set.
6. **Federal Aid Project No. IM 15-4(89)240** Water well drilling and water system for the Dearborn Rest Area - Phase 1 on Interstate 15 approximately 8 kilometers northeast of Craig in Lewis & Clark and Cascade Counties. Contract to be completed in 60 working days. The estimated construction cost of this project is between \$100,000 and \$400,000. The DBE contract goals are 0%. Cost of plans and proposals \$10.00 per set.

**DBE Supportive Services , Civil Rights
Bureau
MT Department of Transportation
PO Box 201001
Helena, MT 59620-1001
(406) 444-6331
TTY (800) 335-7592**

ADDRESS CORRECTION REQUESTED

150 copies of this public document were published at an estimated cost of 47 cents per copy for a total of \$70.50. Alternative accessible formats of this document will be provided upon request.